

Van Buren County Brownfield Redevelopment Authority Regular Meeting Minutes June 12, 2019

**Board of Commissioners Room, 2nd Floor Administration & Land Services Building,
219 E Paw Paw St, Paw Paw MI 49079**

1. Note for the Record— BRA Board Membership—On May 28, 2019, the Board of Commissioners formally appointed Dr. Patrick Creagan (succeeding Jeff Mills) and reappointed Cynthia Compton and Kate Hosier, all for three-year terms commencing June 1, 2019 and ending June 1, 2022. Just prior to today's meeting, County Clerk Suzie Roehm administered the required Oaths Of Office to Dr. Creagan, Ms. Compton and Ms. Hosier, in both verbal and written format. The written oaths are now filed in the County Clerk's Office.

2. Call to Order and Determination of Quorum

At 3:32 pm, by Vice-Chairperson Jan Petersen in the absence of Chairperson Lisa Phillips, with attendees/absentees/quorum status as follows:

Board Members Present (8): Vice-Chair Jan Petersen, Gail Patterson-Gladney, Cynthia Compton, Zachary Morris, Sarah Moyer-Cale, Kate Hosier, Katie Strohauser (arriving during Item 7b as noted) and Dr. Patrick Creagan; **Board Members Absent and Excused (1):** Chair Lisa Phillips; **Board Vacancies: (0).** A quorum (7 of 9) is initially present and remained until Item 7b.

Others present: Secretary-Treasurer Wayne Nelson; Environmental Consultant Erik Peterson.

3. Approval of Agenda--Motion by Hosier, supported by Compton, to approve the Chair's prepared agenda. Approved by a vote of 7-0.

4. Approval of Minutes of Regular Meeting held May 8, 2019--Motion by Morris, supported by Patterson-Gladney, to approve the minutes of the Regular Meeting held May 8, 2019. Approved by a vote of 7-0.

5. Public Comment—None

6. Correspondence—None

7. Secretary-Treasurer's Report

- a. Nelson presented a written report with verbal comments and discussion of 2018 property tax capture and proposed distribution contained in the report as follows:

Van Buren County Brownfield Redevelopment Authority--2018 Taxes Captured Summary								
Project Name	Year	School Tax Summer	School Tax Winter	School Tax Total	Local Tax Summer	Local Tax Winter	Local Tax Total	Total Capture
Blue Fin-Keeler Township	2018	-	-	-	24.10	17.68	41.78	41.78
Hometown Properties-Bangor City	2018	1,109.08	3,327.24	4,436.32	4,102.10	2,970.50	7,072.60	11,508.92
Hometown Properties-Gobles	2018	-	-	-	1,848.36	912.68	2,761.04	2,761.04
Paw Paw Brewing-Paw Paw Village	2018	20.61	61.84	82.45	2,030.01	1,380.72	3,410.73	3,493.18
Village Pharmacy--Paw Paw Village	2018	-	-	-	2,702.29	1,582.09	4,284.38	4,284.38
Midwest V--Paw Paw Village	2018	-	-	-	-	-	-	-
Total Taxes Captured	2018	1,129.69	3,389.08	4,518.77	10,706.86	6,863.67	17,570.53	22,089.30
Van Buren County Brownfield Redevelopment Authority--2018 Taxes Distribution Summary								
Project		To Owner / Developer	To MEDC- 1/2 SET	To BRA- Admin	Escrow for LBRF Loan and/or Admin			Total Distribution
Blue Fin--Keeler Township		39.69	-	2.09	-	-	-	41.78
Hometown Properties-Bangor City		10,801.66	-	707.26	-	-	-	11,508.92
Hometown Properties-Gobles		2,484.94	-	276.10	-	-	-	2,761.04
Paw Paw Brewing-Paw Paw Village		-	232.41	-	3,260.77	-	-	3,493.18
Village Pharmacy--Paw Paw Village		3,534.38	-	750.00	-	-	-	4,284.38
Midwest V--Paw Paw Village		-	-	-	-	-	-	-
Totals		16,860.67	232.41	1,735.45	3,260.77	-	-	22,089.30

b. Member Arrives--Member Katie Strohauer arrived at 3:40 pm. A quorum (now 8 of 9) continues.

c. The following invoices were presented for approval:

<i>Amount</i>	<i>Vendor</i>	<i>Invoice#/Date</i>	<i>Reason</i>
\$ 400.00	Envirologic	#05494 2019-05-10	SH Housing—Eligibility Doc
525.00	Envirologic	#05553 2019-06-07	05585 Blue Star—Brownfield Plan
1,610.00	Envirologic	#05554 2019-06-07	Community Outreach
500.00	Envirologic	#05555 2019-06-07	139 Commercial, PP—Supplemental due care
10,400.00	Envirologic	#05556 2019-06-07	SH Housing—Asbestos & LI/LRA surveys
5,663.75	Envirologic	#05558 2019-06-07	67907 Red Arrow—BP & cleanup planning
<u>\$19,098.75</u>	Envirologic Sub-Total & Total of All Invoices		

Motion by Compton, supported by Moyer-Cale, to approve payment of the foregoing invoices totaling \$19,098.75. Approved by a vote of 8-0

d. Motion by Creagan, supported by Patterson-Gladney, to authorize distribution of 2018 Captured Property Taxes totaling \$22,089.30, according to the schedule prepare by the Secretary-Treasurer and set forth herein. Approved by a vote of 8-0.

8. New Business—

a. 61072 68th Ave, Hartford Township—Erik Petersen presented an application for this site owned by the County Treasurer due to tax foreclosure. The Treasurer seeks the use of EPA Grant funds for a pre-demolition hazardous materials survey primarily for asbestos and a Phase II ESA, included in proposed Work Order #25 for \$11,750.00. The site would likely not be usable or saleable without this work and demolition. The Treasurer seeks to be able to sell the parcel and restore it to the tax roll. Motion by Patterson-Gladney, supported by Strohauer, to approve the project application and waive the normal application fee due to public ownership and interest, and to approve Work Order #25 for up to \$11,750 if approved by the EPA. Approved by a vote of 8-0.

b. Member Departs—Board Member Moyer-Cale left the meeting for another commitment at 4:35 pm. A quorum (now 7 of 9) remains.

c. Marrone Michigan Manufacturing LLC—This potential project remains pending with an internal project approval process in progress.

9. Old Business

a. Former Paw Paw Plating Site—Erik Peterson reported that he had prepared the site summary for the Village to use in marketing, as authorized at the April 1 meeting.

b. 99 Walker Street in Lawton—Erik Peterson reported that there is a delay due to the owner/developer not having finalized a contractor for the project.

c. Board Member Departs—Board Member Zach Morris left the meeting for another commitment at 4:45 pm. A quorum (now 6 of 9) remains.

d. EPA Grant Status—Erik Peterson presented an updated report on the EPA Grant financial status.

e. City of South Haven HOMES Project--Erik Peterson indicated completion of the lead and asbestos identification processes.

- f. **67902 Red Arrow Highway, Hartford Township**—Peterson reported that he has completed a new EGLE Grant and Loan application and is hopeful for funding. He is continuing preparation of a Brownfield Plan.
- g. **05585 Blue Star Highway, South Haven Charter Township**—Peterson reported progress and has formally started on a Brownfield Plan.
- h. **Board Member Departs**—Board Member Katie Strohauser left the meeting for another commitment at 4:52 pm. A quorum (now 5 of 9) remains.
- i. **Community Outreach Plans**—Erik Peterson led a discussion on community outreach efforts and the current status of various efforts, and particularly provided orientation info for new Board Member Dr. Creagan.

10. Current Brownfield Plans Update

- a. **Mattawan Commercial**—The developer continues to attempt to find a tenant for the project.
- b. **Paw Paw Brewing—Final Reports/Closeout**
A review by the EGLE staff will determine if additional documentation is required and has not yet been received.

11. Adjournment

There being no additional business, Vice-Chair Petersen adjourned the meeting at 5:05pm.



Wayne Nelson, Secretary-Treasurer
Van Buren County Brownfield Redevelopment Authority

Acronyms used in BRA Minutes:

Acronym	Type	Meaning
BRA or VBCBRA	Agency	Van Buren County Brownfield Redevelopment Authority
EPA	Agency	U. S. Environmental Protection Agency
EGLE	Agency	Michigan Department of the Environment, Great Lakes , and Energy (formerly Michigan Department of Environmental Quality)
MEDC	Agency	Michigan Economic Development Corporation
VBC	Agency	Van Buren County
VBCBOC	Agency	Van Buren County Board of Commissioners
BEA	Environmental Term	Baseline Environmental Assessment
DDCC	Environmental Term	Documentation of Due Care Compliance
ESA	Environmental Term	Environmental Site Assessment (as in Phase II ESA)
QAPP	Environmental Term	Quality Assurance Project Plan